

ROUTING AND TRANSMITTAL SLIP		Date
		29 JULY 1986
TO: (Name, office symbol, room number, building, Agency/Post)		Initials Date
1. ADDA		<i>[Signature]</i> 29 JUL 1986
2. DDA		5 AUG 1986
3.		
4.		
5. DDA REG.		
Action	File	Note and Return
Approval	For Clearance	For Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

REMARKS

cc: D/OC  
 D/OIT ] TYPED ON DDA  
 SSA/DDA ] INTERNAL COPIES

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post)	Room No.—Bldg.
	Phone No.


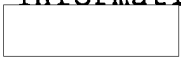


28 JUL 1986

MEMORANDUM FOR: Deputy Director for Administration  
FROM: Clair E. George  
Deputy Director for Operations  
SUBJECT: Single Message Format

1. The Directorate of Operations has developed a single message format to replace STAFF cables and telepouches. I understand that you were briefed on the proposed new format by our Information Management Staff. Briefings have also been presented to the SSA/DDA, DO Division and Staff personnel, and components in the DI, DS&T and DA. Ongoing discussions and coordination have been effected with representatives from the Office of Communications and the Office of Information Technology.

2. The new format has been received enthusiastically during the coordination process, and we believe that it should now be implemented. To this end, we propose that representatives of the DO and of the DA, particularly the Office of Information Technology, the Office of Communications and the Office of Information Services, be tasked to make the new format a reality.

3. The DO representative is  of the Information Management Staff. She can be contacted on Secure 

/s/ Clair E. George  
Clair E. George

APPROVED:

/s/ William F. Donnelly

8 AUG 1986

Deputy Director for Administration

Date



DD/A REGISTRY

FILE: 70-2

~~CONFIDENTIAL~~

**SUBJECT: Single Message Format**

25X1

IMS, [REDACTED] (21 July 86)

**Distribution:**

Orig & 1 - Addressee

1 - DDO Registry

1- ADDO

1 - C/IMS

25X1

1 - C/IMS [REDACTED]

25X1

1 - IMS, [REDACTED]

2 - DDA

1 - D/OIT

1 - D/OC

1 - SSA/DA

C O N F I D E N T I A L